

ATTACHMENT E

Secretary of State's Council on Library Development

DRAFT

Meeting Minutes

Kirkpatrick State Information Center
Secretary of State Conference Room
Jefferson City, MO

June 10, 2005

Members present: Fares, Baker, Shaw, Darst, Morrow, Carr, Rickerson, Busch, Bray, Fuchs, Hogerty, Fridley, Maxwell, Coleman, Sundermeyer

Absent: Bentley, Black, Burson, Jetton, Mullaly-Quijas, Polk, Wilke, Moore, Walker, LeVota

Guest Present: Paul White – Mid-Continent Public Library
Margaret Conroy – Missouri Library Association Legislative Committee Chair
Margaret Booker – Missouri Library Association Jeanne Sullivan – MOREnet

Staff present: Mazur, Reading, M., Parker, Steinman, Reading, B., Dentner, Hansen, Doering, Dahms-Stinson, Bassett

Busch called the meeting to order at 9:30 a.m.

Busch announced this would be her last meeting as Chair of the Council. The newly appointed Chair is Melissa Carr, Director of the Daniel Boone Regional Library in Columbia. This is a transition meeting of out-going members and newly appointed members.

Introductions were made and guests were recognized. New Council members who were not present were named: Paul LeVota, Lynda Walker, and Kia Moore.

Sue Reed, Supervisor from Reference Services introduced two new employees, Amanda Smith, Clerk I and Kristy Masterson, Technician I.

2005 Legislative session and results for libraries – Margaret Conroy, Missouri Library Association (MLA) Legislative Committee Chair, Sara Parker, State Librarian, George Rickerson, Executive Director of MOBIUS

Conroy spoke to House Bill 47. This bill requires trustees of consolidated library districts must reside within the county they represent. The bill provides any trustees in office who do not meet the criteria will be considered to have vacated their positions and successors will be appointed. Parker said she will recommend the five consolidated library districts in the state verify the residency of their board members before August 28, after the Governor signs the bill.

Conroy discussed House Bill 638. This bill removes the requirement the chief executive of an urban public library district be a “truly qualified graduate librarian.” This applies only to the Kansas City Public Library.

Rickerson spoke on legislative action as it affected MOBIUS. The small appropriation from the state for the common library platform was eliminated. The fee schedule for institutions will be higher. The real affect of losing the appropriation means MOBIUS cannot continue to expand public library participation. No new academic libraries will be added to the platform.

Darst said this is vital service to the academic libraries. Her library uses MOBIUS for daily library operations. Students and faculty use the service to know what is in their own library.

Parker said the MOREnet appropriation is part of House Bill 3. MOREnet serves four groups of clients: academic institutions, public libraries, public schools, and state government. These groups rely on the MOREnet appropriation to pay for Missouri’s pipeline onto the Internet. It also pays for the Missouri backbone, which carries heavy traffic internal to Missouri. The third component pays for the connections from the backbone to all the academic institutions and public schools.

The MOREnet appropriation in House Bill 12, the Secretary of State’s Office budget, has two components. It pays for the connections from the backbone to the public libraries. It also pays for the electronic licenses for all schools, public libraries, academic institutions, and state government. This appropriation remains at the current level.

Because of the 30% reduction in House Bill 3, a shortfall of approximately \$1.7 million will be shared by all the customer groups of MOREnet. The recommendation before the MOREnet Council is to share the increase by prorating it to the four user groups based on bandwidth requirement. Each agency will decide how the increases will be distributed to their clients.

Parker spoke to the state aid appropriation. This was reduced by \$1 million – a 25% reduction. The Equalization aid goes to approximately half of Missouri’s counties. Counties are placed into tiers based on assessed valuation and population in poverty. The

lowest tier of the equalization counties has 25% of the assessed valuation of the counties and 75% of the people in poverty. The equalization will be revised through the tiers and tier four may not be funded.

Parker discussed the \$100,000 appropriation from the Athletes and Entertainers' Tax. The six libraries in Missouri who have over \$1 million in their book budget receive 1/3 of the funding, and the remainder is distributed in two equal parts. The first is a flat base payment amount. The second was a match to the book budget. This was to help libraries keep their book budgets strong.

Discussion of strategies and recommendations for the 2006 legislative session

Parker said it is the time of year departments start work on decision items to go before the legislature. The decision items are evaluated internally, and then sent to the Governor's Budget Office. They may or may not appear in the Governor's recommendations.

The question to the Council is what should be done in making recommendations to Secretary Carnahan for the budget request and what kind of strategy should be used to obtain a better outcome in FY07. This will be a topic of discussion at the next meeting of the Council in September.

Report from the Missouri Public Library Directors Conference – Margaret Conroy

Conroy spoke to the discussion at the Missouri Public Library Directors (MPLD) meeting. Public libraries are dependent on MOREnet services and the cost effectiveness of MOREnet's services beyond the Internet access. The training and education component MOREnet offers is quite important to public libraries. Public libraries felt they could easily accommodate a 10-15% MOREnet fee increase, at least initially. State Aid is important to the libraries, but not as important as MOREnet.

Update and plans for strengthening summer reading – Nancee Dahms-Stinson and Nancy Doering

Dahms-Stinson gave a brief overview of the summer reading program. There has been a statewide summer reading program in Missouri since 1973. There is a statewide theme and slogan each year.

In 2003, Missouri joined the Collaborative Summer Library Program (CSLP). 31 states are now members. This provides high quality summer reading programs and materials to member states at a reduced cost.

The State Library conducted 11 summer reading workshops through out the state. This is the first year that both school and public libraries were invited to participate in the summer reading program. Partnerships were formed between some of the schools and the public libraries. They were very well attended.

The 2005 theme is “Dragons, Dreams, and Daring Deeds”. The theme for the 2006 summer reading program is “Claws, Paws, Scales, and Tales” for children. For the teen summer reading club the theme is “Creature Feature.” The 2007 theme will be about mysteries and puzzles. The theme for 2008 is bugs and creepy-crawly things.

Doering described how the Wolfner Library for the Blind and Physically Handicapped incorporates the summer reading program for their patrons. Wolfner uses the same theme as the statewide summer reading program.

The Wolfner program will run seven weeks, beginning June 5 and ending July 23. The program is divided into four reading groups:

- Read to Me – Preschoolers through Kindergarten, with 5 participants currently enrolled
- Beginning Readers – Grades 1 – 3 with 5 participants currently enrolled
- Independent Readers – Grades 4 – 6 with 19 participants currently enrolled
- Young Adults – Grades 7 – 12 with 25 participants currently enrolled

Participants will report the total amount of time spent reading during the program. In addition to books, they will also receive credit for reading magazines and newspapers. Participants choose their own reading goal, making a commitment to read an average of 10, 15, 20, or 30 minutes a day. Wolfner stresses family involvement via special activities and group reading. Packets containing age-appropriate activities are provided. The packets are provided to the participants in alternate formats such as Braille, tape, large print type, etc.

Children will receive a book of their choice. The names are placed in a drawing. The Friends of Wolfner Library, The Library Users (an affiliate group of the Missouri Council for the Blind), and Wal-Mart have provided prizes and the books for the participants.

As a special note of interest, a record high of 198 schools used Wolfner services this year.

State Library work related to other libraries in state government – Cindy Bassett for Linda Harris

Parker said the State Library is interested in knowing the information resources in state agencies and whether those information resources could be made available to all of state government.

There are other formal libraries in state government. Two are the Legislative Library and the Supreme Court Law Library. Some agencies have resource centers and/or collections which look like a library. By making those collections available through MOBIUS, the use of those public resources could be broadened.

There are two important discussions taking place. One is with the Missouri Department of Transportation (MoDOT) which needs to find a new home for their research library.

The second with the Department of Elementary and Secondary Education (DESE), about a resource center for special education teachers. It has little use and is difficult for teachers to access.

Bassett presented several models for handling the various state agency collections. The first model is for items which have already been cataloged in the Online Computer Library Center (OCLC). These things could be brought into the State Library and physically housed in the State Library. Reference Services would be able to provide more cataloging and circulation of the materials. An example of this type would be the MoDOT collection.

In the second model, the materials would also be brought to the State Library and physically housed in the State Library. Reference Services staff would circulate the collection. Materials would be cataloged on OCLC and added to MOBIUS. Any staff from the agency working with collection would be under the direction of Reference Services. An example for this model would be the DESE Special Education materials.

In the third model, the materials would remain at the owning agency library. The staffing would be provided and supervised by the owning library. The libraries' records would be downloaded into MOBIUS.

The fourth model is similar to third model. The difference being that the collection is not included in any online catalog; retrospective cataloging would be done in OCLC and then added to MOBIUS.

Report on Missouri's mail in ballots at certain elections – Sara Parker

Parker said public libraries could be allowed to conduct votes by mail-in ballots subject to the election authority. The State Library is preparing a mailing which will go to the library directors and the library board trustees which contains a copy of the statute and Administrative Rules.

Secretary Carnahan's goals for her administration – Mindy Mazur and Mark R. Reading

Mazur gave a brief update of issues currently in the Secretary of State's Office. There have been three special elections and one recount. The work is progressing on compliance with the Help America Vote Act (HAVA). All states must be in compliance with HAVA by January 1, 2006. The Securities Division is working on educating the public on the "Top Ten Investment Schemes." The Business Services section has had a 30% increase in online filings.

M. Reading said the new administration has been talking to staff about how to make this the best agency in state government and to also provide the best service to Missouri's citizens.

At the first quarterly staff meeting, Secretary Carnahan challenged the employees of the Secretary of State's Office to answer questions on priorities.

Secretary Carnahan would like to know how the Council and the public libraries feel about current statewide projects. How can the Secretary of State's Office improve library programs— what needs to be done differently? This might be an appropriate time for feedback on changes or additions to the use of the Library Services and Technology Act (LSTA) funds.

Busch suggested sending a survey to the public libraries for their opinion. M. Reading said he and the Secretary are very interested in the libraries' input. This is something the Council should talk about as a way to gauge library satisfaction.

Rickerson said a survey would be very useful. He suggested keeping it limited and short. He also said there needs to be more education on grant writing or resources available to assist the libraries with grant writing. Busch suggested a “grant buddy” to come in or call to assist the library in writing the grant application.

Busch asked the Council for ideas and thoughts on how to use the LSTA funds to leverage more resources.

Parker asked for volunteers from the Council to review a draft survey and provide feedback to the Council. Valerie Darst and Tom Shaw volunteered for this project.

State Librarian's Report – Sara Parker

Parker said there are several additions to the report. Last night, White and she attended the Friends of Morgan County Library party in the new building. The library opened today. From July 2004 to the present, there are a total of sixteen new library buildings or major additions.

There has been press coverage about the microfilms of newspapers at the State Historical Society. Missouri had been in danger of losing the acetate microfilm of newspapers. Gary Kremer, Director of the State Historical Society, said the microfilm has been sent to a company in Kansas City to re-copy the microfilm onto preservation quality microfilm.

Bray asked why the delegation to Washington, D.C. for the American Library Association Legislative Day was so small. Parker said it was due partially to the time constraints of the public library directors. It is a money issue for academic libraries. Federal library funds can not be used for this. Libraries must provide their own funding to attend. Parker said her goal for this group would be to have a constituent for every congressional district attend. Bray suggested visiting the Congressmen/women while they are in their home area.

Approval of minutes from the March 4, 2005 meeting:

Shaw moved to approve the minutes of the March 4, 2005 meeting as presented. Coleman seconded. Motion carried.

Parker said the orientation for the new Council members would include basic information on the Council, federal funds, the State Library as an agency, tours of the building, etc. It was decided there would be a dinner meeting of the new Council members on Thursday, September 8. Other Council members are invited to attend.

It was recommended the September meeting be at another location in the state. Parker said she and Carr would discuss the location for the September meeting.

Baker thanked Busch for leadership and guidance of the Council during her term as Chair. Busch said it had been a pleasure serving on the Council. Parker expressed her thanks to Judi Coleman for service to the Council.

Meeting adjourned at 2:30 p.m.

Dates for the 2005 Council Meetings:

September 9, 2005 – Jefferson City

December 9, 2005 – Daniel Boone Regional Library in Columbia